



Institutional Biosafety Committee
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Institutional Biosafety Committee Incident Reporting Policy

Overview

This policy specifies incidents involving biohazards, recombinant DNA and select agent research that WCMC laboratory personnel must report to the WCMC IBC and Environmental Health & Safety.

Applicability

This policy applies to all personnel at Weill Cornell Medical College working with biohazards, recombinant DNA, or select agents in WCMC laboratory facilities.

Incident Reporting Responsibilities

Principal Investigator responsibilities:

- Ensure all laboratory personnel on PI's project know when to seek medical attention and how to report the incidents specified in this document.
- For human gene transfer studies, the Office of Research Integrity's Unexpected, Study-Related Adverse Events, Incidents, and Information Reporting Policy is adhered to as written at http://www.med.cornell.edu/research/rea_com/irb_adv.html

Laboratory Personnel responsibilities:

- Seek medical attention when necessary, as specified in this document, and report all incidents to the Principal Investigator.
- Immediately notify the IBC of any work, for which IBC approval has not been obtained *prior to initiation*, that involves:
 - recombinant DNA, including but not limited to
 - human gene transfer
 - transgenic animals
 - non-recombinant DNA work involving
 - agents listed in the *NIH Guidelines* as Risk Group 2, 3, or 4
 - select agents

Procedure

For breach of containment (e.g., *spills* of high-risk recombinant materials occurring outside of a biosafety cabinet; *escape* or improper disposition of a transgenic animal) or overt exposures to organisms containing rDNA molecules that may cause personal injury or illness (e.g., skin punctures with needles containing rDNA) laboratory personnel must carry out the following:

- 1) Seek medical attention as referenced in Section 16 of the WCMC Research Biosafety Manual: Bloodborne Pathogens Exposure Control Plan 3.1.

Direct Link: <http://www.med.cornell.edu/ehs/manuals/3.1BBP.pdf>

If WCMC employee, during business hours, report occupational exposures immediately to Workforce Health and Safety at extension 64370 and located in the basement of Payson House at 1315 York Avenue.

If WCMC student, during business hours, report blood and body fluid exposures to Student Health Services located at 418 East 71st Street, Suite 21 at extension 61450.

During night, weekends and holidays, WCMC employees and students must report to NewYork-Presbyterian Hospital Emergency Room.

- 2) Determine if the spill requires clean-up assistance from Environmental Health and Safety.

For large releases of media, blood or other fluids that cannot be handled with absorbent toweling and disinfectants, laboratory staff must not handle clean-up without obtaining assistance from Environmental Health and Safety at extension 66201. The affected areas shall remain closed until the BSO is available to direct cleanup and/or decontamination procedures. The BSO and the IBC will determine when and under what conditions a research facility may be reopened following an incident.

- 3) For releases of RG2 and RG3 agents, depending on the nature of the spill (i.e. liquid, aerosol or vapor releases) respondents must follow the WCMC *Research Biosafety Manual 3.4.1: Biological Spill Planning and Response*.

Direct link: http://www.med.cornell.edu/ehs/manuals/3.2_Research_Biosafety.pdf

- 4) Send a signed written report to the IBC (ibc@med.cornell.edu) within 24 hours describing the incident in detail and all actions taken in response. (The report must be signed by the laboratory PI.)

References

Environmental Health and Safety Program Manual: Research Biosafety: 3.4.1: Biological Spill Planning and Response

<http://med.cornell.edu/ehs/manuals.htm>

http://www.med.cornell.edu/ehs/manuals/3.4_Biological_Spill_Planning_and_Response.pdf (direct link)

Environmental Health and Safety Program Manual: Research Biosafety: 3.2.1: Biological Safety

<http://med.cornell.edu/ehs/manuals.htm>

http://www.med.cornell.edu/ehs/manuals/3.2_Research_Biosafety.pdf (direct link)

Environmental Health and Safety Program Manual: Research Biosafety: 3.1.3: Bloodborne Pathogens Exposure Control Plan

<http://med.cornell.edu/ehs/manuals.htm>

<http://www.med.cornell.edu/ehs/manuals/3.1BBP.pdf> (direct link)

NIH Guidelines for the Use of Recombinant DNA Molecules – Appendix G: Physical Containment

http://www4.od.nih.gov/oba/rac/guidelines_02/Appendix_G.htm

Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5th Edition
<http://www.cdc.gov/OD/ohs/biosfty/bmb15/bmb15toc.htm>

Center for Disease Control and Prevention: Office of Health and Safety
<http://www.cdc.gov/od/ohs/>